



**DELAWARE JUDICIARY
SUPREME COURT OF THE STATE OF DELAWARE
REGULATORY ARMS OF THE COURT
OFFICE OF DISCIPLINARY COUNSEL**

**(This position is exempt from the State of Delaware Merit Rules
and the Judicial Branch Personnel Rules)**

Posting #AOC0905N18

CHIEF DISCIPLINARY COUNSEL

Opening Date: September 19, 2018 **Closing Date:** October 10, 2018

A Vacancy Exists

Salary: \$97,569 - \$130,092 per year (Minimum – Midpoint) Pay Grade A20*

Recruiting For: Delaware Supreme Court, Office of Disciplinary Counsel

Location: City of Wilmington

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: The Chief Disciplinary Counsel to the Delaware Supreme Court occupies a professional and confidential position subject to assignment by the Chief Justice and the Justices of the Delaware Supreme Court. This employee serves at the pleasure of the Delaware Supreme Court and is expected to undertake such duties in assisting the Court in discharging its responsibilities for the regulation of the conduct of lawyers practicing law in Delaware, as the Court shall designate orally or in writing from time to time, including the following:

1. Screening and evaluating all information relating to conduct by a lawyer and/or the practice of law in the State of Delaware coming to the attention of the Office of Disciplinary Counsel from the Judiciary, members of the public, members of the Bar admitted to practice law in Delaware, other jurisdictions, and other sources.
2. Investigating, when necessary or appropriate, all information which might be grounds for disciplinary or other action regarding the practice of law in the State of Delaware coming to

the attention of the Office of Disciplinary Counsel from the Judiciary, members of the public, members of the Bar admitted to practice law in Delaware, other jurisdictions, and other sources.

3. Making such recommendations to the Court, the Board on Professional Responsibility, the Unauthorized Practice of Law Subcommittee of the Board on Professional Responsibility, the Preliminary Review Committee, the Lawyers' Fund for Client Protection, and any other related agency as to disciplinary or other action regarding the practice of law in the State of Delaware.
4. Prosecuting cases for disciplinary or other action before the Court, the Board on Professional Responsibility, and the Unauthorized Practice of Law Subcommittee of the Board on Professional Responsibility and also negotiating the sensible but fair resolution of cases short of full prosecution, when appropriate.
5. Employing and supervising non-legal staff as necessary or appropriate for the operation of the Office, subject to the budgetary limitations set by the Court.
6. Promptly notifying the complainant and the respondent of the disposition of each matter.
7. Maintaining permanent records of discipline, disability, and unauthorized practice matters and compiling statistics to aid in the administration of the system.
8. Providing guidance and education regarding the Delaware Lawyers' Rules of Professional Conduct through Continuing Legal Education programs and less formal communications.
9. Undertaking any other tasks or investigations required pursuant to directions from the Court, or as necessary or appropriate to the purposes of the regulation of the practice of law in the State of Delaware.

Minimum Qualifications: Please address each item separately in your cover letter, which must be accompanied with a copy of your resume. Failure to meet the qualifications listed below in any one area may result in a rating of "not qualified," and failure to address each item separately may result in disqualification. Please do not submit copies of evaluations, letters of reference, training certificates, or law school or college transcripts unless requested.

1. Graduation from an ABA accredited law school and a minimum of 10 years of legal experience, preferably in litigation, including participation in hearings, preparation of matters for trial, trial, and appellate proceedings.
2. Must be a member in good standing of the Delaware Bar.
3. Some experience in practice before the Supreme Court is preferred.
4. Ability to communicate courteously and effectively, both orally and in writing.
5. Ability to navigate complicated and emotionally-charged situations while remaining composed and even-tempered.
6. Legal supervisory experience preferred.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/>.

Applying for this Position: Applicants for this position must submit a cover letter and resume by the closing date listed on this announcement by any of the methods listed below:

1. Send your cover letter and resume as an e-mail attachment with the words “Disciplinary Counsel” in the subject line to: apps.aoc@state.de.us (preferred method).
2. Fax your cover letter and resume to: (302) 255-2482, Attention: Human Resources.
3. Mail your cover letter and resume to:
Administrative Office of the Courts
Attention: Human Resources
The Renaissance Centre
405 N. King Street, Suite 507
Wilmington, DE 19801

The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer